



# Fort Belvoir Mobilization Site

## OUTPROCESSING PROCEDURES

Outprocessing/Change of Orders Format 2 (COO2)Packet- Ensure SM receives packet for outprocessing/COO2: 10 working days are needed to outprocess this MOB Site due to unique circumstances. The MOB Site is not a MOB Station, therefore, it depends on the installation to provide mobilization services. This time can be reduced if steps in reduction time are followed.

COO2 Packet- Issue a COO2 Packet under the following conditions:

- a. SM is changing installations
- b. SM is changing DFAS component (RC to AC or AC to RC Pay)
  - (1) RC to AC: Old Account classification will show fund cites and New Account Classification will read NONE.
  - (2) AC to RC: New Account Classification will read NONE and Old Account classification will show fund cites.
- c. SM has a Break in Service (BIS) for any amount of time.
- d. SM changes TPU status in the middle of an AD order
- e. A DD214 is needed for Promotion Purposes

Create the DD214 Worksheet Packet: It is the SM's responsibility to provide required documents. The MOB Site can assist if time allows. Please place documents in the following order:

- a. Demob Outprocessing Format Sheet: A part of DEMOB Packet. Fill out by SM (top portion) and MOB Site (lower portion sets Itinerary and AD coverage dates). See Itinerary section for further instructions.
- b. Orders: Ensure all orders and amendments are present to cover AD time SM wish to account for on DD214. Orders must not have a BIS or overlap. Ensure the start date, AD end date and/or number of AD days are circled. Write the start and end dates in the right margin (ie 10 Mar 08). Place orders in descending order (current date on top).
- c. 210 Screen from AORS (Optional): An aid to account for AD time. This screen will show amendments issued, AD start and end dates, order #s and order types.
- d. Previous DD214s, DD220s and DD215s: Place forms in descending order (most recent on top).
- e. Awards (Optional): Submit awards given after the date of last DD214 or omitted from previous DD214s.
- f. Personnel Records (Optional): Certified personnel records may be used for supporting documents if certified by S1/DHR (2-1, 2A, ORB/ERB)
- g. LES: Most current. Assist with verification and accountability of leave
- h. Retirement Point Worksheet
- i. Personal Data Sheet: Ensure completion by SM

Reduction of Outprocessing Time(ROT): SM's outprocessing time can be reduced to 3 – 5 working days verses 10 working day by S1/Units if the following is provided to the MOB Site either prior to or upon arrival:

- a. Completed DD214 Worksheet Packet

- b. Demob/Post Health Assessment or higher level Physical (Optional): Must be less than 6 months from final Outprocessing date.
- c. DD93/SGLV: This applies only to personnel not serviced by Belvoir DHR (eMILPO). Dated less than 2 months from the date of arrival to MOB Site (must to have been entered into personnel system/will not accept manual copy).
- d. DEMOB Cover Sheet: Part of Demob packet. To be completed by individual and unit to track leave.
- e. Mileage Sheet (i.e. Mapquest): The mileage will be computed from HOR on the current orders to the MOB Site (5915 20<sup>th</sup> Street, Fort Belvoir VA 22060). Follow mileage chart for number of days. One (1) day is authorized for flight.

Outprocessing Itinerary: Located on the lower portion of the Outprocessing Format Sheet (MOB Packet). The outprocessing itinerary is set by the MOB Site with the approval of the MOB NCOIC. Changes must be submitted through the MOB Site for approval. It is easier to count backwards once days have been established if SM is to remain on AD until the end of orders. All days are consecutive exception outprocessing days.

- a. Outprocessing: Normally takes 10 Working Days. ROT is allowed if submitted properly. If proper documentation is not provided 10 days will automatically be allotted for outprocessing.
- b. Finals (Finance/DD214): Normally conducted on the last outprocessing workday. Appointments will not be scheduled on Wednesdays due to closure of Finance. This is a 3 step process: 1) A Finance Packet is created by DHR MOB (please include DA31s given by unit and MOB Site office along with the DEMOB Coversheet), 2) Finance will final out SM, and 3) DHR issues DD214 and REFRAD orders.
- c. Travel: 1 day for flight and travel days (consecutive) based on mileage for SMs who elect to drive. See Mileage Chart Below.
- d. TPU: 3 consecutive days allowed for SMs who belong to a unit (TPU/IMA).
- e. PDMRA: Based on qualified orders (PPG). Please note that if a SM serves locally and is not on 1<sup>st</sup> mob, SM does not qualify.
- f. 1) All RC Soldiers who have served on Active Duty for more than 30 days in support of a contingency operation are authorized Transitional Assistance Management Program (TAMP) benefits for 180 days after the separation date from Active Duty. The 180-day period of TAMP eligibility applies to all RC Soldiers who separated from Active Duty on or after 6 November 2003.
- g. Terminal Leave: Leave days (consecutive) taken at the end of orders. SM must have enough time remaining on AD to take. SM on contingency orders can sell leave without accounting for past leave sold or ceilings. All fractions of leave days will be sold. Terminal leave is taken last due to separation transaction.

Mileage Chart

Miles From	Miles To	Days Allowed	Remarks
51	400	1	
401	750	2	
751	1100	3	
1101	1450	4	
1451	1800	5	
1801	2150	6	
2151	Plus	7	Maximum Time Allowed (MIA)

Please note that this SOP can be changed without notice.